



City of Fredericksburg
715 Princess Anne Street
P. O. Box 7447
Fredericksburg, VA 22404-7447
Telephone: 540 372-1028

VACANCY ANNOUNCEMENT

Part Time Scanning Clerk – Office of the Clerk of the Circuit Court
Starting Hourly Rate: \$ 8.00

Under general supervision, the purpose of the position is to scan and file documents. Performs related work as required. Successful applicants will have a high school diploma or equivalent. Equivalent combination of education and/or experience will be considered. Schedule will be approximately 25 hours a week. Background check required.

While the position is open until filled, completed City Applications and resumes should be submitted before the close of business on Friday, April 12, 2013:

City of Fredericksburg
Human Resources Department
715 Princess Anne Street, Room 217
P. O. Box 7447
Fredericksburg, VA 22404-7447
jobs@fredericksburgva.gov
EOE